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att DD/S 59-2871

25X1A

Chief, NEA Division, [redacted]

13 FEB 1959

25X1A

Chief, O&M Staff, DD/P Area

25X1A8a

Clerical Survey, NEA [redacted]

1. This Staff has completed the study of duties, procedures, workload and distribution of clerical personnel assigned to the [redacted] of NEA Division. 25X1A8a

2. In accordance with your request, this study has been limited to the elimination of unnecessary work, procedural improvements and relating, realistically, clerical workforce to clerical workload. Acceptance of the recommendations presented in Tab A will produce an immediate savings of 26 clerical manhours per week for the six approved clerical positions through the elimination of unnecessary work and procedural improvements.

3. Clerical manhours being spent on such tasks as file maintenance and special errands can be reduced to meet temporary decreases in available clerical manhours due to leave or training, or temporary increases in correspondence volume.

4. Acceptance of the recommendations presented in Tab A will enable the Branch to meet its current clerical workload with its six approved T/O clerical positions. The ratio of clerical to professional positions in N[redacted] is 1 clerical for every 2.5 professionals. This compares with an average ratio of one clerical to 2.4 professionals for the other NEA Division Branches. 25X1A

25X1A9a

[redacted]

Distribution:
Orig & 1 - Addressee
25X1A 1 - C[redacted] NEA
1 - Mgmt Staff
ATTACHMENTS:
Tabs A through F

Mgt/S/RR/-JS-12 Feb 59

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